

	<h2>Job Description</h2>
JOB TITLE:	Business Development Assistant – Secure English Language Tests (SELT)
Accountable to:	Head of Business Development – SELT (HoBD - SELT)
Staff managed:	None
PURPOSE OF THE JOB	
<p>To support and assist the Trinity SELT marketing and communications team with a timely, accurate and first class supportive service.</p> <p>The post holder will provide support to the Business Development SELT team, assisting in the progression and delivery of all marketing campaigns and business development work for Trinity SELT.</p> <p>The post holder will be responsible for timely and effective support to the Trinity SELT Centres in the delivery of regional marketing activities by assisting with delivery of agreed plans, marketing communications, tools and resources for Trinity’s SELT programme.</p> <p>Taking the lead and co-ordinating general administration tasks with accuracy and working to deadline, within agreed budgets is key to the success of this role.</p>	
KEY ACCOUNTABILITIES & TASKS	
<ul style="list-style-type: none"> • Exit questionnaire’s data management. To receive and collate data from electronic and hard copy questionnaires sent by the test Centre’s on a weekly basis. In timely fashion, report overall results and initial analysis to HoBD SELT. Maintain effective storage of manual copies for reference • Collate data for a range of key monthly reports; using Smart Survey, PowerPoint and Excel • Support the SELT Centres with any marketing materials/collateral requests and movement of resources • Effective stock management of collateral materials based at Preston and effective communication with London offices for all other marketing materials used within SELT • Ensuring the marketing directory is always up-to-date and the test Centres are kept informed of any changes promptly • Produce ROI (return on investment) data for Head of Business Development and General Manager SELT • Coordinate travel and accommodation for BD & Marketing team. Using ‘Key Travel’ in line with company policy ensuring best value. • Coordinate the logistics of SELT events including; 3rd party communications and movement of resources 	

- Manage the SELT events calendar. This involves, ensuring all events for the upcoming year are documented and saved for the wider team to access. Adding all SELT events to the UK&I/ SELT combined events calendar.
- Negotiate good rates with suppliers and quality check goods received. Communicate effectively with Finance; informing of upcoming orders and forwarding of invoices for payment.
- Organise and manage mass marketing mail outs. Distribution of work to a wider time and ensuring deadlines are achieved.
- Occasionally assist with exhibiting at SELT events. Taking pride in promoting the SELT business.

JOB RELATED KNOWLEDGE, SKILLS & EXPERIENCE REQUIRED FOR THE POST

Education/Qualification

- Respectable level of general education, knowledge of ESOL market and participation in Sales and Marketing activity is desirable

ESSENTIAL SKILLS REQUIRED:

- Robust and multifaceted in communication, planning, organisational, time management and interpersonal skills and data analysis aptitude is desirable Capable multi-tasker in a very busy/demanding work environment
- Meticulous work ethic well organised, strong attention to detail and accuracy and systematic in approach to administration tasks
- Strong IT skills, proficient in the use of PowerPoint, Outlook, Word and Excel programmes.

CONTACTS : INTERNAL AND EXTERNAL

- Marketing & communications colleagues
- Head of Business Development SELT
- General Manager SELT
- External suppliers

FINANCIAL PARAMETERS

No direct budget management responsibility, but will need to help track expenditure against budget and forecast expenditure, according to Trinity guidelines.